



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

PRE-APPLICATION

A Pre-Application is an informal, **free**, and helpful tool for applicants to receive comments on prospective projects and have staff answer questions about your project. During the Pre-Application process, representatives from the following departments will be available to discuss your project:

- Planning
- Building & Safety
- Public Works
- Fire Prevention

As a reminder, this is not a formal submittal. **Please be aware** that review of future formal submittals may include additional issues that were not addressed during the Pre-Application process.

Codes, Policies & Standards:

Development Standards, Design Guidelines, and other regulations are available at TemeculaCA.gov/planning

PRE-APPLICATION CHECKLIST

Schedule:

- ☐ Pre-Applications must be received by **4 p.m. on Thursday**
- ☐ Pre-Applications are scheduled **two weeks** from the submittal date
- ☐ Thursday mornings are reserved for Pre-Application meetings (9 a.m. – 11 a.m.)

Plan Copies:

- ☐ 7 copies of plans (see below) are required

Minimum Required Information on Plans:

- ☐ Statement of Operations (hours, services, number of customers, employees, etc...)
- ☐ Location Map
- ☐ North Arrow
- ☐ Engineering Scale
- ☐ Streets, Existing Improvements, Right-of-Way Width, and Dimensioned Setbacks
- ☐ Parking Requirements
- ☐ Intended Occupancy Use
- ☐ Total Building Square Footage
- ☐ Assessor's Parcel Number, Street and Hundred Block
- ☐ Existing and Proposed Zoning
- ☐ Land Use Type
- ☐ Property Lines
- ☐ Conceptual sewer design
- ☐ Photos of the site

The Following Information *Should* be Included on the Plans:

- ☐ Easements
- ☐ Existing and Proposed Structures
- ☐ Existing Topographical Lines and Proposed Slopes
- ☐ Lot Drainage Patterns
- ☐ Landscaped Areas
- ☐ Proposed Elevations (all four sides)
- ☐ Number of Stories (building height)

Questions? If you have any questions, please call the Planning Department at (951) 694-6400.



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PRE-APPLICATION

PRE-APPLICATION WORKSHEET (INFORMAL FEE EXEMPT APPLICATION)

PROJECT INFORMATION

Project Title

Project Description/Use

ADDITIONAL PROJECT INFORMATION

Assessor's Parcel No(s)

Legal Description (Tract, Lot No.)

Street Address(es)

General Location

Total Project Square Footage

Zoning

General Plan

Gross Acreage

Related Cases

APPLICANT/REPRESENTATIVE

Company

First Name

Middle Initial

Last

Street Address

City

State

Zip

Phone

E-mail

- ☐ I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature

Date



FOR STAFF USE

PRE-APPLICATION NO.

DATE STAMP

REC'D BY